

November 18, 2011

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
November 18, 2011

I. OPENING OF MEETING AT 1:00 P.M. AT 400 W. MONROE STREET, SUITE 306,  
SPRINGFIELD, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON OCTOBER 21, 2011

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR  
MEETING HELD ON OCTOBER 21, 2011?**

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

**A. Report on Exempt Positions from Central Management Services**

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	144.....	10
Agriculture .....	422.....	17
Arts Council .....	19.....	2
Capitol Development Board .....	46.....	0
Central Management Services .....	1,614.....	113
Children and Family Services.....	2,910.....	50
Civil Service Commission .....	4.....	0
Commerce & Economic Opportunity .....	405.....	67
Commerce Commission .....	79.....	0
Corrections .....	11,820.....	105
Criminal Justice Authority.....	61.....	5
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council .....	9.....	1
Emergency Management Agency .....	91.....	7
Employment Security .....	1,860.....	25
Environmental Protection Agency.....	893.....	16
Financial & Professional Regulation .....	465.....	42
Gaming Board .....	116.....	5
Guardianship and Advocacy .....	104.....	7
Healthcare and Family Services .....	2,249.....	27
Historic Preservation Agency .....	206.....	11
Human Rights Commission.....	14.....	2
Human Rights Department .....	148.....	8
Human Services.....	13,349.....	76
Illinois Power Agency .....	1.....	2
Illinois Sentencing Policy Advisory Council.....	2.....	2
Illinois Torture Inquiry Relief Commission .....	2.....	1
Insurance .....	252.....	13
Investment Board .....	2.....	1
Juvenile Justice.....	1,263.....	20
Labor .....	90.....	8
Labor Relations Board Educational.....	11.....	2
Labor Relations Board State.....	20.....	2
Law Enforcement Training & Standards Bd. ....	17.....	2
Lottery .....	138.....	6
Medical District Commission .....	2.....	0
Military Affairs.....	122.....	3
Natural Resources.....	1,329.....	29
Pollution Control Board .....	21.....	1
Prisoner Review Board.....	19.....	0
Property Tax Appeal Board.....	27.....	1
Public Health.....	1,097.....	41
Racing Board.....	2.....	0
Revenue.....	1,879.....	56
State Fire Marshal .....	142.....	12
State Police .....	1,254.....	5
State Police Merit Board .....	5.....	1
State Retirement Systems .....	91.....	2
Transportation .....	2,311.....	0
Veterans' Affairs .....	1,268.....	8
Workers' Compensation Commission.....	173.....	8
<b>TOTALS.....</b>	<b>48,575.....</b>	<b>823</b>

**B. Governing Rule – Section 1.142 Jurisdiction B Exemptions**

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
  - 1) The amount and scope of principal policy making authority;
  - 2) The amount and scope of principal policy administering authority;
  - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
  - 4) The capability to bind the agency, board or commission to a course of action;
  - 5) The nature of the program for which the position has principal policy responsibility;
  - 6) The placement of the position on the organizational chart of the agency, board or commission;
  - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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**C. Illinois Dept. of Children and Family Services – Proposed Exemption (continued from October 21, 2011 meeting)**

Position Number	40070-16-64-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Procurement and Contracts
Functional Title	Associate Agency Procurement Officer
Incumbent	Vacant
Supervisor	Deputy Director of Procurement and Contracts who reports to the Director
Location	Sangamon County

**CMS Recommendation:** “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**D. Illinois Department of Central Management Services – Proposed Exemption**

Position Number	40070-37-01-000-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	Assistant Director
Functional Title	Policy Advisor
Incumbent	Vacant
Supervisor	Assistant Director who reports to the Director
Location	Cook County

**CMS Recommendation:** “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

**E. Illinois Dept. of Commerce and Economic Opportunity – Proposed Continuation of Exemption (expiring December 16, 2011)**

Position Number	40070-42-70-000-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	Energy and Recycling
Functional Title	Policy Advisor, Energy & Economic Development (Recycling)
Incumbent	Kate Tomford
Supervisor	Director
Location	Cook County

**CMS Recommendation:** “This position continues to meet the responsibility and reporting criteria of the Commission Rules, and I recommend continuance of the 4d(3) exemption.”

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

- C: Associate Agency Procurement Officer (Children and Family Services)**
- D: Policy Advisor (Central Management Services)**
- E: Policy Advisor (Commerce and Economic Opportunity)**

**F. Proposed rescissions in accordance with Section 1.142 (b) of the Rules of the Civil Service Commission**

On October 14, 2011, the Executive Director sent notice to Central Management Services and each agency of the proposed rescission of the following 4d(3) exempt positions which may no longer meet the requirements for exemption. Section 1.142 (b) provides that rescission of exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status positions that will ensure responsive and accountable administrative control of the programs of the agency.

<b>Item</b>	<b>Agency</b>	<b>Position Number</b>	<b>Functional Title</b>
F1	CMS	40070-37-41-000-00-01	BOSS <sup>1</sup> , Deputy Director
F2	CMS	40070-37-41-000-30-01	BOSS, Operations
F3	CMS	40070-37-41-100-00-01	BOSS, Knowledge Manager
F4	CMS	40070-37-41-400-00-01	BOSS, Equipment & Commodities Mgr.
F5	CMS	40070-37-41-410-00-01	BOSS, Equipment Manager
F6	CMS	40070-37-41-420-00-01	BOSS, Commodities Manager
F7	CMS	40070-37-41-500-00-01	BOSS, Facilities Sourcing Portfolio Mgr.
F8	CMS	40070-37-41-510-00-01	BOSS, Facilities Sourcing, Trade and Building Services
F9	CMS	40070-37-41-520-00-01	BOSS, Facilities Sourcing, Utilities and Professional Services
F10	CMS	40070-37-41-600-00-01	BOSS-IT/Telecom Portfolio Manager
F11	CMS	40070-37-41-610-00-01	BOSS, IT- Sourcing Program
F12	CMS	40070-37-41-620-00-01	BOSS, IT-Telecom Sourcing Program
F13	CMS	40070-37-41-700-01-01	BOSS, Medical & Healthcare Services Portfolio Manager
F14	CMS	40070-37-41-800-00-01	BOSS, General Services Portfolio Manager
F15	CMS	40070-37-41-810-00-01	BOSS, General Services, Transportation Services
F16	CMS	40070-37-41-820-00-01	BOSS, General Services, Contractual Labor and Specialty Services
F17	CMS	40070-37-80-100-01-22	Office of Communication & Information-Media Administrator

<sup>1</sup> Bureau of Strategic Sourcing

<b>Item</b>	<b>Agency</b>	<b>Position Number</b>	<b>Functional Title</b>
F18	Child & Fam.	26404-16-00-900-00-01	Associate Director, Psychiatric Services
F19	Comm. & Econ. Opp.	37015-42-00-000-01-01	Legislative Liaison-International Trade
F20	Comm. & Econ. Opp.	37015-42-00-050-11-01	Assistant Managing Director, Film Office
F21	Corrections	40070-29-62-200-00-01	Assistant Warden Programs-Pinckneyville
F22	Corrections	40070-29-86-200-00-01	Assistant Warden Programs-Vienna
F23	Corrections	40070-29-98-300-00-01	Assistant Warden Operations-Hill
F24	Corrections	40070-29-99-200-00-01	Assistant Warden Programs-Western Illinois
F25	Healthcare	40070-33-00-040-00-21	State Purchasing Officer
F26	Healthcare	40070-33-00-060-00-61	Special Assist.-Prescription Drug Program
F27	Historic Preserv.	40070-48-50-100-00-01	Director of Security, ALPLM (Abraham Lincoln Presidential Library & Museum)
F28	Juv. Justice	40070-27-17-300-00-01	Assistant Warden Operations-IYC Chicago
F29	Juv. Justice	40070-27-20-200-00-01	Assistant Warden Programs-Harrisburg
F30	Natural Resources	40070-12-05-200-00-01	State Purchasing Officer
F31	Revenue	40070-25-00-100-60-01	Policy Advisor, Informal Conf. Board
F32	Revenue	40070-25-42-320-00-01	A&R Shared Services-Assistant HR Director, Functional Processes
F33	Revenue	40070-25-42-410-00-01	A&R Shared Services-Assistant CFO, Functional Processes
F34	Revenue	40070-25-60-000-00-01	Chief Information Security Officer
F35	Workers' Comp.	40070-50-37-000-00-02	Fraud Prevention and Efficiency Controller
F36	Worker's Comp.	40070-50-37-100-00-01	Manager, Self Insurance Administration

**WILL THE COMMISSION GRANT THE REQUEST FOR RESCISSION OF EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

**F1: BOSS, Deputy Director (Central Management Services)**

**F2: BOSS, Operations (Central Management Services)**

**F3: BOSS, Knowledge Manager (Central Management Services)**

**F4: BOSS, Equipment & Commodities Manager (Central Management Services)**

**F5: BOSS, Equipment Manager (Central Management Services)**

**F6: BOSS, Commodities Manager (Central Management Services)**

- F7: BOSS, Facilities Sourcing Portfolio Manager (Central Management Services)**
- F8: BOSS, Facilities Sourcing, Trade & Building Services (CMS)**
- F9: BOSS, Facilities Sourcing, Utilities and Professional Services (CMS)**
- F10: BOSS-IT/Telecommunications Portfolio Mgr. (Central Management Services)**
- F11: BOSS, IT- Sourcing Program (Central Management Services)**
- F12: BOSS, IT-Telecommunications Sourcing Program (CMS)**
- F13: BOSS, Medical & Healthcare Services Portfolio (CMS)**
- F14: BOSS, General Services Portfolio Manager (Central Management Services)**
- F15: BOSS, General Services, Transportation Services (CMS)**
- F16: BOSS, General Services, Contractual Labor and Specialty Services (CMS)**
- F17: IOCI, Media Administrator (Central Management Services)**
- F18: Associate Director, Psychiatric Services (Children & Family Services)**
- F19: Legislative Liaison-International Trade (Commerce & Economic Opportunity)**
- F20: Assistant Managing Director, Film Office (Commerce & Economic Opp.)**
- F21: Assistant Warden Programs-Pinckneyville (Corrections)**
- F22: Assistant Warden Programs-Vienna (Corrections)**
- F23: Assistant Warden Operations-Hill (Corrections)**
- F24: Assistant Warden Programs-Western Illinois (Corrections)**
- F25: State Purchasing Officer (Healthcare and Family Services)**
- F26: Special Assistant-Prescription Drug Program (Healthcare and Family Services)**
- F27: Director of Security, ALPLM (Historic Preservation Agency)**
- F28: Assistant Warden Operations-IYC Chicago (Juvenile Justice)**
- F29: Assistant Warden Programs-Harrisburg (Juvenile Justice)**
- F30: State Purchasing Officer (Natural Resources)**
- F31: Policy Advisor, Informal Conference Board (Revenue)**
- F32: A&R Shared Services-Assist. Human Resources Director-Functional (Revenue)**
- F33: A&R Shared Services-Assistant CFO-Functional (Revenue)**
- F34: Chief Information Security Officer (Revenue)**
- F35: Fraud Prevention and Efficiency Controller (Workers' Compensation Comm.)**
- F36: Manager, Self Insurance Administration (Workers' Compensation Comm.)**

November 18, 2011

V. CLASS SPECIFICATIONS

- None submitted.

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?**

VI. MOTION TO GO INTO EXECUTIVE SESSION

**PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?**

VII. RECONVENE MEETING

VIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	9/30/11	10/31/11	10/31/10
Agriculture	12	3	3
Central Management Services	2	1	0
Children and Family Services	4	1	1
Employment Security	8	6	3
Healthcare and Family Services	4	4	1
Historic Preservation Agency	8	4	7
Natural Resources	28	16	5
Property Tax Appeal Board	4	3	0
State Fire Marshal	1	0	0
Transportation	3	3	1
Veterans' Affairs	1	0	0
Workers' Compensation Commission	1	0	0
<b>Totals</b>	76	41	21

IX. INTERLOCUTORY APPEALS

DA-1-12

Employee	Peter J. Wagner	Appeal Date	07/08/11
Agency	Commerce & Economic Opportunity	Decision Date	11/03/11
Type	Discharge	ALJ	Andrew Barris
Issue(s)	Motion to Dismiss; no jurisdiction	Proposal for Decision	Grant Motion to Dismiss; no jurisdiction (not certified).

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?**

**DA-19-12**

Employee	Angela L. Hawkins	Appeal Date	09/15/11
Agency	Human Services	Decision Date	11/09/11
Type	Discharge	ALJ	Daniel Stralka
Issue(s)	Did not participate at telephone status conference	Proposal for Decision	Grant Motion to Dismiss; default.

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?**

X. APPEAL DISMISSED WITHOUT DECISION ON THE MERITS

**DA-53-11**

Employee	Elisa A. Rea	Appeal Date	06/06/11
Agency	Corrections	Decision Date	10/27/11
Type	Discharge	ALJ	Andrew Barris
Charge(s)	Conduct unbecoming; affirmative attendance; violation of work week check in and out policies	Proposal for Decision	Dismissed subject to approval of Commission; settled.

**DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?**

XI. STAFF REPORT

XII. ANNOUNCEMENT OF NEXT MEETING

**The next regular meeting is to be held on Friday, December 16, 2011 at 11:00 a.m. in the Commission's Chicago office.**

XIII. MOTION TO ADJOURN